



WESS

DJRS



Dive/Jump Reporting System

Mod 6: DJRS Profile Creation
(School House)

Welcome to the Naval Safety Center's Training Course for the Dive/Jump Reporting System (DJRS).



- This special supplemental Module has been designed especially for Jump Schools
- In this module, we will show you how to:
 - ✓ Create and Edit DJRS Profiles
 - ✓ PCS/Transfer and Deactivate DJRS Profiles
 - ✓ Print Jump Manifests

Topic Overview

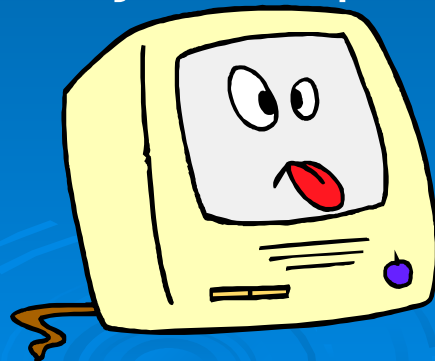
- Intro – The Importance of Proper Profile Creation
- Logging on to DJRS
- Creating a Profile
- Editing a Profile
- PCS/Transferring Members
- Printing Student Logs
- FAQ's
- Help

The Importance of Proper Profile Creation

- OPNAV Requires that all Dives and Jumps be recorded and reported.
- The DJRS System was created to capture the important statistical data from all dives and jumps that are performed in the Navy and Marine Corps.
- It is critical that all information entered is correct.
 - Inputting bad data or good data incorrectly can cause much of the information that DJRS provides to become corrupted and thus unusable.
- This information is used for many purposes:
 - Malfunction Review Boards/Diving Mishaps
 - Trend Analysis
 - New gear research and development
 - Currency Reports
 - Information requested by you, the user.

The Importance of Proper Profile Creation

- Creating and editing a DJRS profile is a quick and simple task. However, if done incorrectly it can create problems within DJRS that are not easily corrected.
 - Once a DJRS Profile is created and used, it cannot be deleted.
- So as easy as it is to create a DJRS profile, it is very important that they be created correctly or else they will permanently corrupt the database.



Getting Started...

Go to:

WWW.SAFETYCENTER.NAVY.MIL

Logging On

To log into and use the DJRS System, you must possess a WESS Account with DJRS access as well as a valid DJRS Profile linked to your WESS Account.

To perform the steps instructed here for DJRS profile creation, you must either be attached to the Naval Safety Center or to one of the approved Dive or Jump Schools granted DJRS Profile Creation Roles.

For instructions on requesting a WESS Account, or to gain DJRS access, please refer to the DJRS Training-Mod 2.

And remember - If you run into any snags or have any questions - We're here for you!! Please do not hesitate to call the WESS/DJRS help desk!

Logging On:

www.navy.safetycenter.nmil

1

2

3

To log on to WESS/DJRS, go to the Naval Safety Center Web Site, (1) click on the WESS icon, (2) click on the WESS Banner, and then (3) choose your digital certificate.

The sequence of steps is as follows:

- Click on the WESS icon in the top navigation bar of the Naval Safety Center website.
- Click on the WESS banner, which says "Click on the logo to enter WESS".
- Choose your digital certificate from the "Choose a digital certificate" dialog box.

PKI Login

Safety Data Reporting System - FOR OFFICIAL USE ONLY



WESS Version # 3.1.3 R0



US DEPARTMENT OF DEFENSE WARNING STATEMENT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564) during normal business hours, M-F, 0800 to 1630 EST/EDT.

Activities

PKI Login

Click
on
PKI
Logi
n

This screen's address can be saved in your web browser as a shortcut to DJRS vs. navigating through the Naval Safety Center website each time.

Department Of The Navy Web Enabled Safety System v3.1.3 R0 - Microsoft Internet Explorer provided by NMCI

https://wess.safetycenter.navy.mil/wess/index.html

File Edit View Favorites Tools Help

Department Of The Navy Web Enabled Safety System...

Web Enabled Safety System - FOR OFFICIAL USE ONLY

WESS
Naval Safety Center

Activity Menu

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Select Subsystem

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DJRS
Dive/Jump Reporting System

Mishap Hazard


5102 Mishaps
5102 Hazards

5102 Private/Govt Vehicle Mishaps only. (For Off-road and Tactical Vehicles select 5102 Mishaps located above)
WAHMRS 3750 Hazards
WAHMRS 3750 Mishaps

Done Internet 100%

If you have multiple WESS subsystems, you will then come to this screen where you will choose which subsystem you wish to log into. Simply click on the DJRS Logo to access the system.

DJRS Home Page



NAVY & MARINE CORPS


DJRS

Dive/Jump Reporting System


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
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Navy/Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY

DJRS ID 5030398 Roberts, Lewis SO2

Jumps you have been personally involved with

My Jumps

My Dives

Jumps In Progress

Dives In Progress

Jump History

Dive History

Print My Jump Log

Show jumps for

2011

Refresh

Operation #	Date	Controlling Unit
-------------	------	------------------

▶Help

Total Career Jumps: 0

Low-Level Static Line: 0

Static Line Ram-Air: 0

Military Free Fall: 0

This is the DJRS Home Page. Each users Home Page will look slightly different depending on their roles and qualifications.

DJRS Profile Creation

Navy/Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY

DJRS
Dive/Jump Reporting System

DJRS ID 5030398 Roberts, Lewis SO2
Jumps you have been personally involved with

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My Jumps My Dives Jumps In Progress Dives In Progress Jump History Dive History

Print My Jump Log

Show jumps for 2011 Refresh

Total Career Jumps: 0
Low-Level Static Line: 0
Static Line Ram-Air: 0
Military Free Fall: 0

Operation #	Date	Controlling Unit
-------------	------	------------------

For the creation and editing of DJRS Profiles, these two links are the only two you will need to work with.

To create a profile, just click the “Create DJRS Profiles” link to get started.

Navy/Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY

DJRS Profiles

Manage DJRS Profiles

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Find DJRS Profile

Enter a DJRS ID or use the Last Name, First Name and Date of Birth if you do not have the DJRS ID.
Fields marked with an * are required fields if the DJRS ID is not used:

DJRS ID 7 characters left

Last Name 50 characters left
(partial, starts with)

First Name 50 characters left
(partial, starts with)

Date of Birth

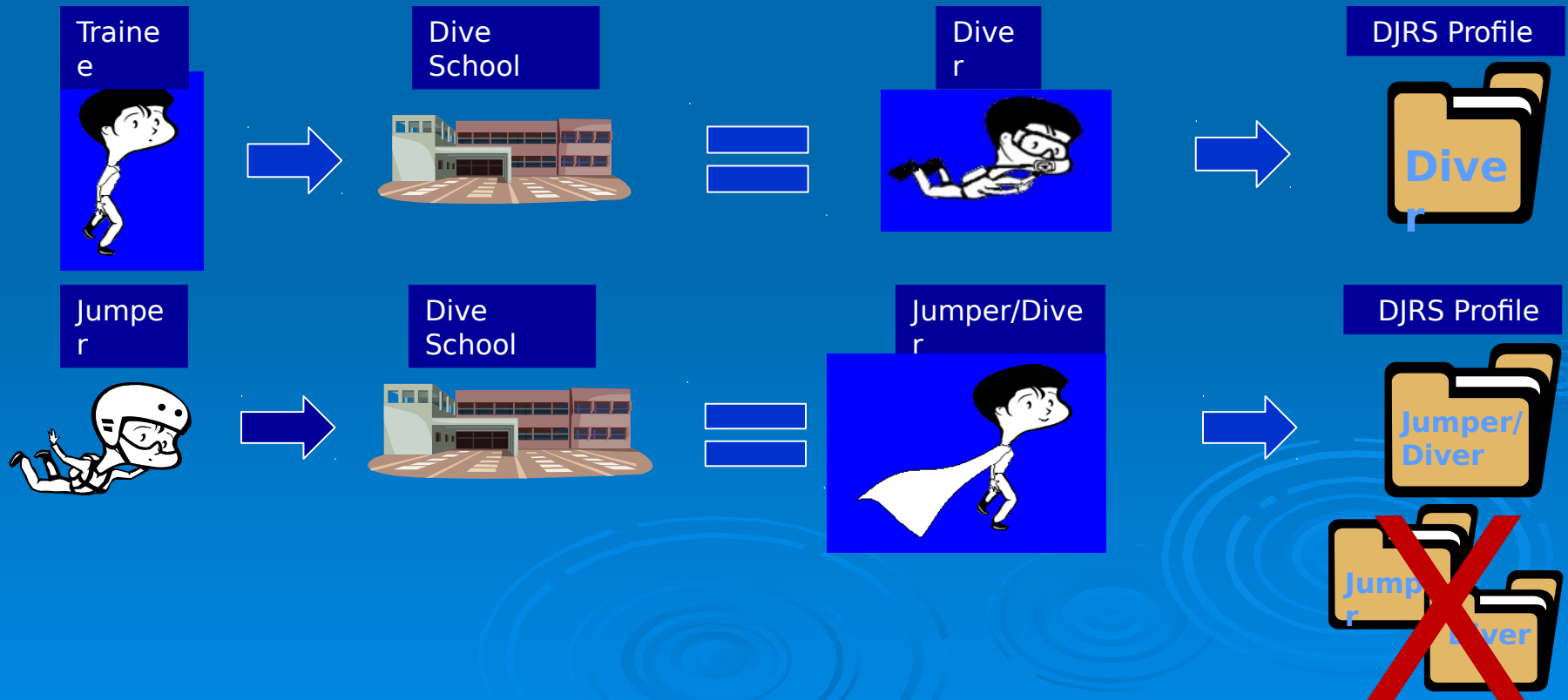
Foreign ID 20 characters left

Current DJRS Unit

After clicking “Create DJRS Profiles” a confirmation screen will pop up. Click on the “Create DJRS Profile” button and you will proceed to the DJRS Profile search screen. Before you can create a new profile for a member, you must first perform a search to make sure that the member does not already have an existing profile

Duplicate Profiles

When a member becomes trained as a Diver or a Jumper, they are issued a dive or a jump profile. If a Jumper becomes trained as a Diver (or vice versa), that member is not issued a second profile. Instead, the member's existing profile is updated to reflect their status as both a Jumper & a Diver. Only one (1) DJRS Profile should be issued to any one member. Creating a profile for a member who already possesses one causes duplicate profiles to exist. Great care must be taken to prevent creating duplicate profiles. Remember, once a profile has a dive/jump associated with it, it cannot be deleted.



Preventing Duplicate Profiles

Navy/Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY



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Find DJRS Profile

Enter a DJRS ID or use the Last Name, First Name and Date of Birth if you do not have the DJRS ID.
Fields marked with an * are required fields if the DJRS ID is not used:

DJRS ID

7 characters left

Last Name
(partial, starts with) 50 characters left

First Name
(partial, starts with) 50 characters left

Date of Birth

Foreign ID

20 characters left

Current DJRS Unit

Before you can begin creating a new profile, you must perform a search to insure that the member you're about to create a profile for doesn't already have one. To search for an existing profile, it is best to use the least amount of information possible in order to cast the largest net possible. Start by entering just the members last name or the first few letters of long or unique names. This should be sufficient to find any pre-existing profiles that might exist. For short and/or common last names (i.e. Smith) it's usually best to use the full last name and the first initial. Be careful, if a pre-existing profile exists with the name misspelled, or you misspell the name in the search box, chances are that a match will not be made and a duplicate will be created.

Lets start by creating a profile for a new Jump School trainee. His name is: SO3 John William Hancock, DOB: 03Mar83. Entering in all his information comes back with zero results. Typically this would mean that the member does not already have a DJRS profile, and that you could continue to create one for him by clicking on the “Add new DJRS Profile”.

DJRS ID 7 characters left

Last Name (partial, starts with) 43 characters left

First Name (partial, starts with) 46 characters left

Date of Birth

Foreign ID 20 characters left

Current DJRS Unit

0 result(s) match your criteria

DJRS ID	Name	Unit
<input type="button" value="Add new DJRS profile"/>		



Trainee



SO3 John William
Hancock
DOB: 03 March 83

However, by just entering a portion of the last name and the first initial, you get several results back.

When reviewing the results, we find that SO3 Hancock does indeed have a pre-existing DJRS profile that had his name spelled incorrectly.

DJRS ID ? 7 characters left

Last Name ? 47 characters left

(partial, starts with)

First Name ? 49 characters left

(partial, starts with)

Date of Birth ? Select Clear

Foreign ID ? 20 characters left

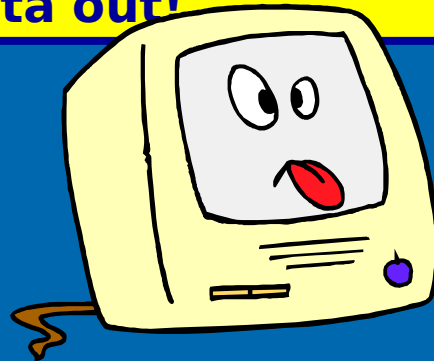
Current DJRS Unit ?

Search Clear Fields

4 result(s) match your criteria


DJRS ID	Name	Unit
5498364	Hancock, John Adams SSGT	M14717 - DETACHMENT, 4TH FORCE RECONNAISSANCE
8078639	Hancock, John James PR2	N08943 - SEAL TEAM 4
2307162	Hannock, John William SO3	N68869 - NAVSPECWARCEN CORONADO, CA
7256489	Handy, Jack Brad MGYSGT	M20901 - HQTRS MARFORSOC

Once again, if the administrator had proceeded to create the new profile for the trainee it would have created a duplicate profile. Great care must also be taken when creating profiles that all the information is correct. Typos, misspelled names, mixing up first, last and middle names, wrong dates - these mistakes cause huge problems throughout the DJRS system. Bad Data in = Bad Data out!



Even though using partial names and initials will tend to create more results, it's more apt to help you to locate pre-existing profiles and avoid making duplicates. Taking your time to review the results thoroughly usually makes all the difference. However, sometimes using too little information during a search can cause problems as well, as we'll demonstrate next.


Here is an example of what you'll get if you enter too little information.

 ERROR: More than 100 divers/jumpers match the criteria specified. Please be more specific.

Enter a DJRS ID or use the Last Name, First Name and Date of Birth if you do not have the DJRS ID.
Fields marked with an * are required fields if the DJRS ID is not used:

DJRS ID 


7 characters left

Last Name 

(partial, starts with)


smith

45 characters left

First Name 


(partial, starts with)

50 characters left


Date of Birth 

Select

Clear

Foreign ID 

20 characters left

Current DJRS Unit 

Match any Unit

Search

Clear Fields

Part or all of the last name and the first initial is usually enough to do the trick.

DJRS ID ? 7 characters left

Last Name ? (partial, starts with) 45 characters left

First Name ? (partial, starts with) 49 characters left

Date of Birth ?

Foreign ID ? 20 characters left

Current DJRS Unit ?

1 result(s) match your criteria

DJRS ID	Name	Unit
4913835	Smith, Zack Allen SSGT	FFFLXC - 321ST SPECIAL TACTICS SQUADRON



If you are performing a search before creating a new profile and a pre-existing profile is located, simply click on the members DJRS ID number. It will take you to the members profile where you will be able to view and edit it. We will cover this more in the “Edit Profile” section.

DJRS Profile Creation

Now that we've entered in the trainee's information and we are sure that they do not possess a pre-existing profile, it's time to create one.

- Click "Add New DJRS Profile" -

DJRS Profiles

Manage DJRS Profiles

Find DJRS Profile

Enter a DJRS ID or use the Last Name, First Name and Date of Birth if you do not have the DJRS ID.
Fields marked with an * are required fields if the DJRS ID is not used:

DJRS ID ?

7 characters left

Last Name ?
(partial, starts with) 45 characters left

First Name ?
(partial, starts with) 49 characters left

Date of Birth ?

Foreign ID ?

20 characters left

Current DJRS Unit ?

0 result(s) match your criteria



DJRS Profiles

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[i Dive & Ascent](#)

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[i Dive & Ascent](#)

New DJRS Profile

Note: This screen is only for personnel who have never been in the system before.
Do NOT use this screen for gaining an existing person to your unit.

Does person have a WESS account? ☐ Yes ☒ No

[Continue >>](#)

[Cancel](#)



This screen is used for linking a DJRS Profile to a WESS account. It is usually the members command or the Naval Safety Center that will perform this step, so here you will just click "Continue".



DJRS Profiles

Manage DJRS Profiles

Note: Fields marked with an * are required fields

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New Profile

Account and Profile Control

Profile Type *
(Check all that apply)☐ Diver☒ Jumper☐ Static Line Jumpmaster☐ Free Fall Jumpmaster☐ Joint Airdrop Inspector☐ Malfunction Officer☐ Drop Zone Safety Officer☐ Parachute Safety Officer / Air Operations Division Officer

Status

☒ Active☐ Deactivated

Status Justification



50 characters left

Associated
WESS Account

None

Personal Information

Last Name *



50 characters left

First Name *



50 characters left

Middle Name



50 characters left

Gender *

☒ Male☐ Female

Date of Birth *



Height



Weight



2 characters left

Professional Information

Branch of
Service *

Grade *



Rate/Rank *



6 characters left

(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

DJRS Unit *



Unspecified

- DJRS ID will be generated upon success

This is the DJRS Profile Creation/Edit Screen. It's made up of three major sections: Profile Type, Personal Info, and Professional Info. We will break each one down so you know exactly what to fill in and how.

Account and Profile Control: This lists the members training and qualifications. Jump schools will have new profiles default as jumpers and Dive School profiles will auto default as Divers. Dive schools should not designate members as jumpers just as Jump schools shouldn't designate Divers.

Account and Profile Control

Profile Type * ?
(Check all that apply)

☐ Diver

☒ Jumper

☐ Static Line Jumpmaster

☐ Free Fall Jumpmaster

☐ Joint Airdrop Inspector

☐ Malfunction Officer

☐ Drop Zone Safety Officer

☐ Parachute Safety Officer / Air Operations Division Officer

Status ?

☒ Active

☐ Deactivated

Status Justification ?

50 characters left


Associated
WESS Account ?


None


Status Justification: This is only used to explain why a profile has been deactivated or reactivated. Reasons for deactivating an account would be: Member did not complete training, DOR'ed, retired or separated from military.


Personal Information: Fill in members FULL Last, FULL First, and FULL Middle name in the blocks provided. Make sure that the FULL Middle name is entered. Select correct Gender and click “Select” to select Date of Birth. It is imperative that these fields are entered correctly. Any errors can cause serious problems within the system.


Personal Information



Last Name * 
50 characters left


First Name * 
50 characters left

Middle Name 
50 characters left

Gender *  ☒ Male ☐ Female

Date of Birth * 

Height  

Weight 
2 characters left

Middle Name Block: For members who do not have middle names, just leave this block blank. Do not enter “NMN”, “No middle name”, or “None”.

Next, fill in members height & weight.

Professional Information: Using the Drop down menus, fill in the members Branch of Service, & Grade. Fill in Rate/Rank, and click “Change” to select member’s Unit. New profiles auto populate as ARMY, but when changed to Navy or Marine, new fields pop up asking for NEC and MOS. If the member’s NEC/MOS is not listed or they do not have a NEC/MOS, navigate through the choices until you come to the NONE or OTHER/NOT LISTED option.

Professional Information

Branch of Service * ? ARMY ▼

Grade * ? E-1 ▼

Rate/Rank * ?
6 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

DJRS Unit * ? Unspecified
Change...

Save - DJRS ID will be generated upon success

<< Back

Cancel

If an NEC, MOS, or Unit is not listed or is listed incorrectly, please notify the Naval Safety Center by calling the WESS Help Desk or emailing the Jump or Dive administrators. After all fields have been filled in correctly, click the “Save” button.



DJRS Profiles

Manage DJRS Profiles

Note: Fields marked with an * are required fields

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Editing DJRS Profile #4487267

Wayne, Bruce James SO1

☒ Person saved.

Account and Profile Control

Profile Type *
(Check all that apply)

☐ Diver

☒ Jumper

☐ Static Line Jumpmaster

☐ Free Fall Jumpmaster

☐ Joint Airdrop Inspector

☐ Malfunction Officer

☐ Drop Zone Safety Officer

☐ Parachute Safety Inspector

☐ Parachute Safety Officer / Air Operations Division Officer

Status ?

☒ Active

☐ Deactivated

Status Justification ?

50 characters left

Associated
WESS Account

? None

[Associate](#)

Personal Information

Last Name *

? Wayne

45 characters left

First Name *

? Bruce

45 characters left

Middle Name ?

James

45 characters left

Gender *

? ☒ Male

☐ Female

Date of Birth *

? 04 Jan 1979

[Select](#)

Height ?

5ft. 8in.

Weight ?

174

0 characters left

Professional Information

Branch of
Service *

? NAVY

Grade *

? E-6

Rate/Rank *

? SO1

3 characters left

(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

NEC ?

5326 - Combatant Swimmer (SEAL) 5326

[Change...](#)

DJRS Unit *



? N08943 - SEAL TEAM 4

[PCS/OTHER](#)

[Save](#)

[Cancel](#)

Several things can happen after pressing "Save". If you get this screen that reads: "Person Saved" then you've succeeded in creating a new DJRS Profile! If you leave any of the required fields blank, a warning will pop up. Just fill in the areas you missed and press "Save"

	WARNING: Rate/Rank unknown for specified combination of Grade and Branch of Service
	Person saved.

The DJRS System has not been updated with all possible Rate/Rank, Grade and Branch of Service combinations so it may not recognize every members individual set. If you see a warning like the one pictured here, as long as it is accompanied with a “Person Saved” notice, then the profile has been created properly. Disregard the warning.

Sometimes the system will detect a profile that is very close to the one being created. In this case, the system will generate a warning. You will have the choice to continue with creating the new profile or exiting out and performing another search for the potential duplicate.



!	ERROR: FOUND POSSIBLE DUPLICATE - Adam West (NAVSPECWARCEN CORONADO, CA) DJRS ID# 6608085
✓	If This is a New DJRS Profile and not a duplicate profiles please answer Yes to the question "is this a Unique Profile", at the bottom of the screen.

Is this Profile Unique * ? ☐ Yes ☐ No

Save - DJRS ID will be generated upon success

<< Back

Cancel



If you are certain that you will not be creating a duplicate, then click “Yes” and then click “Save”.

If there is any doubt that you would be creating a duplicate profile, then click “Cancel” and go back and try the search screen again to find the potential pre-existing profile.

In the lower right hand corner of the profile screen is the DJRS ID/Wallet Card icon. Once a profile is created, training centers may print this out for the students to retain for their records. Click on this icon to print the members DJRS ID/Wallet Card.

Personal Information

Last Name *  Hancock


43 characters left


First Name *  John

46 characters left

Middle Name  James

45 characters left

Gender *  ☒ Male ☐ Female

Date of Birth *  23 Jun 1960

Select

Height  5ft. 0in.

Weight  122

0 characters left

Professional Information


Branch of Service *  NAVY

Grade *  E-5


Rate/Rank *  PR2

3 characters left

(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

NEC  PR-7353 - Special Operations Parachute Rigger PR-7353

Change...

DJRS Unit *  N08943 - SEAL TEAM 4

PCS/OTHER

Save

Cancel

Back to Last Search Results



Web Enabled Safety System
Dive/Jump Reporting System
For Official Use Only

Hancock, John James PR2

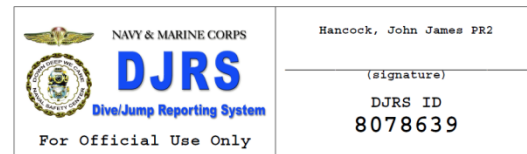
Your DJRS ID is
8078639

Your jump and/or dive logs will be
stored under this DJRS ID for the
remainder of your military career.

Save and/or memorize
this number


Protect this form for
privacy

Wallet Card - Cut out and Save



DJRS ID/Wallet Card

Editing DJRS Profiles



NAVY & MARINE CORPS
DJRS
Dive/Jump Reporting System

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Navy/Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY

DJRS ID 5030398 Roberts, Lewis S02

Jumps you have been personally involved with

My Jumps

My Dives

Jumps In Progress

Dives In Progress

Jump History

Dive History

Print My Jump Log

Total Career Jumps: 0

Low-Level Static Line: 0

Static Line Ram-Air: 0

Military Free Fall: 0

Show jumps for

2011

Refresh

Operation #	Date	Controlling Unit
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Editing a DJRS profile is virtually the same process as creating one - minus the profile creation confirmation screen.

To get started, just click “Edit DJRS Profiles”



DJRS Profiles

Manage DJRS Profiles

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Find DJRS Profile

Enter a DJRS ID or use the Last Name, First Name and Date of Birth if you do not have the DJRS ID. Fields marked with an * are required fields if the DJRS ID is not used:

DJRS ID ?

0 characters left

Last Name ?

(partial, starts with)

50 characters left

First Name ?

(partial, starts with)

50 characters left

Date of Birth ? Foreign ID ?

20 characters left

Current DJRS Unit ?

1 result(s) match your criteria

DJRS ID	Name	Unit
8078639	Hancock, John James PR2	N08943 - SEAL TEAM 4

Just as in creating a profile, you can use a members first or last name to search, but when editing a profile, you can also use the members DJRS ID number to locate the individual. After locating the member's profile you wish to edit, just click on the member's DJRS ID number.



DJRS Profiles

Manage DJRS Profiles

Note: Fields marked with an * are required fields

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Wayne, Bruce James SO1

☒ Person saved.**Account and Profile Control**Profile Type *
(Check all that apply)☐ Diver☒ Jumper☐ Static Line Jumpmaster☐ Free Fall Jumpmaster☐ Joint Airdrop Inspector☐ Malfunction Officer☐ Drop Zone Safety Officer☐ Parachute Safety Inspector☐ Parachute Safety Officer / Air Operations Division Officer

Status

☒ Active☐ Deactivated

Status Justification

50 characters left

Associated
WESS Account☒ None[Associate](#)**Personal Information**

Last Name *

Wayne

45 characters left

First Name *

Bruce

45 characters left

Middle Name

James

45 characters left

Gender *

☒ Male☐ Female

Date of Birth *

04 Jan 1979

[Select](#)

Height

5ft. 8in.

Weight

174

0 characters left

Professional InformationBranch of
Service *

NAVY

Grade *

E-6

Rate/Rank *

SO1

3 characters left

(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

NEC

5326 - Combatant Swimmer (SEAL) 5326

[Change...](#)

DJRS Unit *

N08943 - SEAL TEAM 4

[PCS/OTHER](#)[Save](#)[Cancel](#)

DJRS ID/Wallet Card

Arrows mark some of the major areas that a DJRS profile would require editing at a Dive or Jump training facility.

1- Deactivating a profile


2- Correcting a spelling error in the name

3- Changing Rank

4- PCSing/Transferring a member

Deactivating A Profile

Once again, once a profile is created and used in an operation it cannot be deleted. If a member falls into a non jump or dive status (fails training, DORs, military separation) the profile should be deactivated. Simply change the status and then add the reason for the change in the block provided. The “Status Justification” block is used only to state the reason why a person has been deactivated.



The diagram illustrates the process of deactivating a profile. It shows two states of a form, connected by a large blue downward-pointing arrow.

Initial State (Top):

- Status:** ? ☒ Active ☐ Deactivated
- Status Justification:** ? (50 characters left)


Final State (Bottom):


- Status:** ? ☐ Active ☒ Deactivated
- Status Justification:** ? (33 characters left)


Correcting Personal Information


Almost all entries on the DJRS profile screen can be corrected or edited. The only exception is that when a DJRS profile is associated to a WESS account, the members name becomes locked and can not be edited.


Personal Information



Last Name *  Hancock
43 characters left


First Name *  John
46 characters left

Middle Name  James
45 characters left


Gender *  ☒ Male ☐ Female



Date of Birth *  23 Jun 1960


Height  5ft. 0in. 


Weight  122
0 characters left


Personal Information



Last Name *  Hancock


First Name *  John 

Middle Name  James

Gender *  ☒ Male ☐ Female

Date of Birth *  23 Jun 1960



Height  5ft. 0in. 



Weight  122
0 characters left


Changing Rank/Rate, NEC or MOS


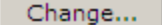

Just like in creating a profile, the information in these blocks can be changed or updated in the same manor. If the member's NEC/MOS is not listed or they do not have a NEC/MOS, navigate through the choices until you come to the NONE or OTHER/NOT LISTED option.


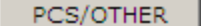
Professional Information


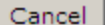
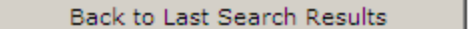
Branch of Service *  NAVY 

Grade *  E-5 

Rate/Rank *  PR2
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

NEC  PR-7353 - Special Operations Parachute Rigger PR-7353
 

DJRS Unit *  N08943 - SEAL TEAM 4


PCS/Transferring a Profile

Every time a member transfers/PCS's to a new unit, their profile has to follow them. Whether the member is transferring to another command, retiring or separating from the military, the members profile must be placed in a PCS/Other status within DJRS.

Professional Information

Branch of Service * ? NAVY

Grade * ? E-5

Rate/Rank * ? PR2
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)

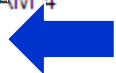
NEC ? PR-7353 - Special Operations Parachute Rigger PR-7353
Change...

DJRS Unit * ? N08943 - SEAL TEAM 4
PCS/OTHER

Save

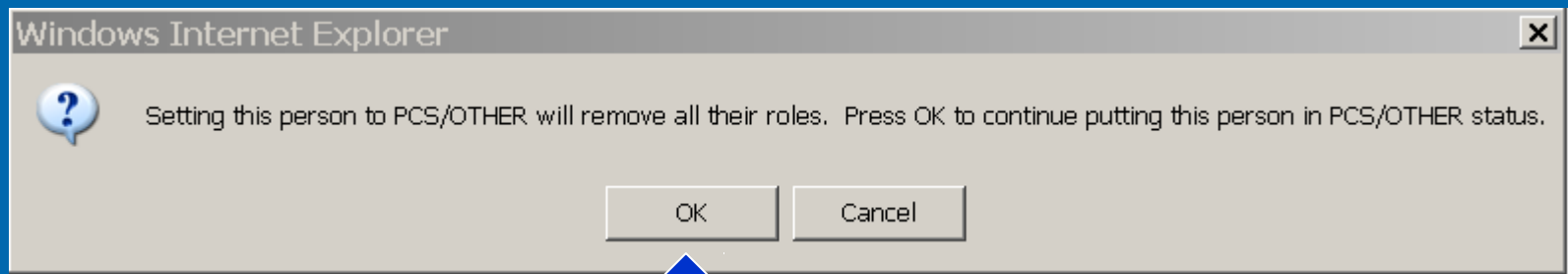
Cancel

Back to Last Search Results



For Jump & Dive Training commands, this would be for when a student graduates, fails, DOR's or transfers from the school. Simply click "PCS/Other".

A warning will pop up notifying you that if the member is transferred they will lose all roles they might have been assigned within the system. This is done so that profiles do not carry roles with them to each consecutive command. Roles must be reassigned at the members new unit. Trainees, however, will usually not possess any DJRS roles.



Click "OK" to proceed.

After clicking “OK” the member is placed into a PCS status. If you change your mind, simply click “Reset to Current Unit” to place the member back into the previous unit. To make the PCS status complete, click “Save” at the bottom of the screen.

Professional Information

Branch of Service * ? NAVY

Grade * ? E-5

Rate/Rank * ? PR2
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)


NEC ? PR-7353 - Special Operations Parachute Rigger PR-7353
Change...

DJRS Unit * ? Permanent Change of Station/Other Unit not Listed
Reset to current unit

Save

Cancel

Back to Last Search Results



Once saved, the member can then be placed into another unit by clicking on the “Change..” button. This is usually done by the gaining command upon member check-in.

Professional Information

Branch of Service * ? NAVY

Grade * ? E-5

Rate/Rank * ? PR2
3 characters left
(e.g., SSGT, SEAL1, SFC, GYSGT, CIV)


NEC ? PR-7353 - Special Operations Parachute Rigger PR-7353
Change...

DJRS Unit * ? PCS/OTHER - PERMANENT CHANGE OF STATION/OTHER
Change...

Save

Cancel

Back to Last Search Results



Saving Profile Changes

Remember: After any changes to the profile screen, “Save” must be selected at the bottom of the screen in order for those changes to be applied to the profile.

Printing Student Jump/Dive Logs/Manifests

As a courtesy to students, many schools will print the student's Jump Logs for the student's records. To do this within DJRS simply click on "Print Jump/Dive Logs" for individual member's Logs.

Navy/Marine Corps Dive/Jump Reporting System - FOR OFFICIAL USE ONLY

DJRS
Dive/Jump Reporting System

DJRS ID 5030398 Roberts, Lewis SO2
Jumps you have been personally involved with

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My Jumps My Dives Jumps In Progress Dives In Progress Jump History Dive History

Print My Jump Log

Show jumps for 2011 Refresh

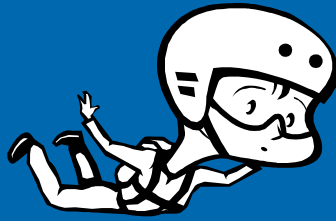
Operation #	Date	Controlling Unit
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Total Career Jumps: 0
Low-Level Static Line: 0
Static Line Ram-Air: 0
Military Free Fall: 0

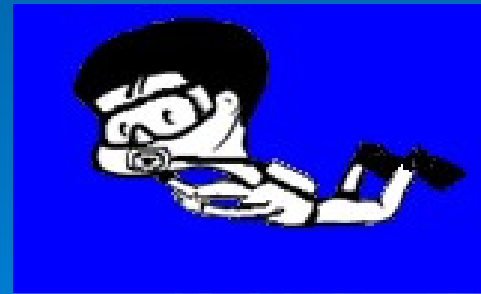
Help

Notifying Naval Safety Center of Duplicate Profiles

IMPORTANT: As stated before, even though profiles cannot be deleted once created, if you accidentally create, or are aware of any potential duplicate profiles existing within the DJRS system, PLEASE notify the Naval Safety Center so they can be deactivated and recorded within our system. Simply notify the DJRS Administrators (Jump or Dive) via Email and include the information for the profiles in question.



Questions on creating or editing a DJRS profile?



Help

- Any issues not addressed or resolved by this training module, please contact the **WESS Help Desk** at (757) 444-3520 ext. 7048 (DSN 564)
or,
- Feel free to contact us with any questions or issues regarding the system at:

Naval Safety Center
DJRS Administrators

- ❑ Jump: Safe-jump@navy.mil
(747) 444-3520 (ext. 7744)
- ❑ Dive: Safe-divesalvage@navy.mil
(757) 444-3520 (ext. 7837)

